

**Academic Lesson Plan of Winter 2024**

<b>Diccipline: MOM</b>	<b>Semester 1st</b>	<b>Name of the teaching faculty: Priyadarshini Ojha</b>
<b>Subject: Computerized Accounting Practical</b>	<b>No. of days/ per week class allotted 04</b>	<b>Semester from date: 22/08/2024 to 16/12/2024</b>
	<b>Class day</b>	<b>Theory /pratical topics</b>
<b>AUGUST</b>	23/08/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
	27/08/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
	28/08/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
	30/08/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
<b>SEPTEMBER</b>	2/9/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
	3/9/2024	Using formulae and functions: Understanding absolute, relative and mixed referencing in formulas
	4/9/2024	Referencing cells in other worksheets ,workbooks,correcting common formula errors
	6/9/2024	Referencing cells in other worksheets ,workbooks,correcting common formula errors
	9/9/2024	Holiday
	10/9/2024	Referencing cells in other worksheets ,workbooks,correcting common formula errors
	11/9/2024	Referencing cells in other worksheets ,workbooks,correcting common formula errors
	13/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.
	16/9/2024	Holiday
	17/9/2024	
	18/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.
	20/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.
	23/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.
	24/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.

	25/9/2024	Working with inbuilt function categories like mathematical,statistical, text, lookup information, logical, database,date and time and basic financial functions.
	27/9/2024	MIS using MS/Excel-Introduction
	30/9/2024	Quick Analysis,Lookup Functions,Match & Index
OCTOBER	1/10/2024	Quick Analysis,Lookup Functions,Match & Index
	2/10/2024	Holiday
	4/10/2024	V lookup from Multiple Table
	7/10/2024	
	8/10/2024	
	9/10/2024	
	11/10/2024	Holiday
	14/10/2024	V lookup from Multiple Table
	15/10/2024	V lookup from Multiple Table
	16/10/2024	Holiday
	18/10/2024	Dynamic V Lookup
	21/10/2024	Dynamic V Lookup
	22/10/2024	SUMPRODUCT Function,DATA Table, Solver
	23/10/2024	
	25/10/2024	Holiday
	28/10/2024	SUMPRODUCT Function,DATA Table, Solver
	29/10/2024	SUMPRODUCT Function, DATA Table, Solver
	30/10/2024	SUMPRODUCT Function, DATA Table, Solver
	NOVEMBER	1/11/2024
4/11/2024		Depreciation Functions, Financial Functions [NPV, IRR, MIRR]
5/11/2024		Depreciation Functions, Financial Functions [NPV, IRR, MIRR]
6/11/2024		Depreciation Functions, Financial Functions [NPV, IRR, MIRR]
8/11/2024		Depreciation Functions, Financial Functions [NPV, IRR, MIRR]
11/11/2024		Introduction to Tally and Company Creation
12/11/2024		Introduction to Tally and Company Creation
13/11/2024		Introduction to Tally and Company Creation
15/11/2024		Holiday
18/11/2024		Company Info and Account Info, Inventory Info, Contra
19/11/2024		Company Info and Account Info, Inventory Info, Contra
20/11/2024		Company Info and Account Info, Inventory Info, Contra
22/11/2024		Payment, Receipt, Journal, Sales & Purchase Vouchers
25/11/2024		Payment, Receipt, Journal, Sales & Purchase Vouchers
26/11/2024		Payment, Receipt, Journal, Sales & Purchase Vouchers
27/11/2024	Cost Centre & Cost Categories and Bank Reconciliation Statement	
29/11/2024	Cost Centre & Cost Categories and Bank Reconciliation Statement	
DECEMBER	2/12/2024	Export & Printing
	3/12/2024	Basic Concepts of GST
	4/12/2024	Basic Concepts of GST
	6/12/2024	GST Sales & Purchase Bills in Tally
	9/12/2024	GST Sales & Purchase Bills in Tally
	10/12/2024	GST Sales & Purchase Bills in Tally

11/12/2024	GST Input Credit, Return and Payment
13/12/2024	GST Input Credit, Return and Payment
16/12/2024	GST Input Credit, Return and Payment

<b>SIGNATURE OF THE FACULTY</b>	
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